

# Welgemeend

## Function, Event & Conference Venue

### Cape Town

## Conference Packages

### 2020



The Welgemeend conference package includes the following;

- Venue hire of specific room selected.
- Additional rooms for breakaway
- Jugs of water and peppermint/sweets.
- Equipment; flip chart, white board, screen and projector, Wi-Fi
- A service staff member for serving of teas and lunch breaks.

#### Menus

- Menus as per your selection below and tea breaks
- Lunch options - please make your choices from the list below
- Should you prefer a finger lunch please make your selection from our canapé menu on a separate attachment.

) These menus are only examples we can custom make your conference for you – please consult with Karin

## OPTIONS

- Full Day Package @ R470.00 p/p (R500.00 p/p for less than 10 people and R555.00 for 5 or less)

- Arrival Tea Break
- Mid-Morning Tea Break
- Lunch
- Afternoon Tea Break

- Half Day Package @ R450.00 p/p (R 480.00 p/p for less than 10 people and R500.00 for 5 or less)

- Arrival Tea Break
- Mid-Morning Tea Break
- Lunch

## ADDITIONAL OPTIONS

- Jugs of Fresh Juice @ R45.00 per jug
- Mineral water 250ml @ R12.00

## CONFERENCE TIMES

- Full day conference package 8am – 5pm
- Half Day conference package 8am – 1pm
- Additional hours will be charged at R600.00 per hour

## PLEASE NOTE

The conference organiser will be responsible for bringing in all equipment they require, such as extension cords, stationery, adapters, cell phone charges, name tags etc.

## Event Team Contact

Event Manager: Karin Koch

Cell number: 082 7745915

Email: [karin@welgemeend.com](mailto:karin@welgemeend.com)

Landline: 021 422 2601

For more information and directions please go to our

Website: [www.welgemeend.com](http://www.welgemeend.com)



## Tea Breaks

### Arrival Coffee & Tea

- ) Filter coffee, Ceylon and herbal teas
- ) Fresh juice and jugs of iced water
- ) Freshly baked muffins served with grated cheddar cheese and preserves
- ) Muesli/Yoghurt and Fresh Fruit

### Mid-morning Coffee & Tea break

- ) Filter coffee, Ceylon and herbal teas
- ) Fresh juice and jugs of iced water
- ) A savoury and sweet treat

### Afternoon Coffee & Tea break

- ) Filter coffee, Ceylon and herbal teas
- ) Fresh juice and jugs of water
- ) Home baked biscuits

## Buffet Lunch Options

PLEASE CHOOSE 1 MEAT, 1 VEGETARIAN & 1 DESSERT OPTION PER DAY.

Conference meals include a starch, green salad and freshly baked bread with butter and 1 cold drink per person

### Meat Options

- ) Apricot, ginger and thyme roasted chicken served with roasted baby potatoes
- ) Beef stroganoff served with Mediterranean Cous- Cous
- ) Cape Malay Lamb Curry served with Basmati Rice
- ) Chicken and Vegetable Lasagne
- ) Homemade Chicken Pie served with Basmati Rice
- ) Chicken a la King served with Penne Pasta
- ) Build your own Burger (Beef and chicken available) with crispy potato wedges
- ) Beef Lasagne with Garlic Rolls
- ) Butter Chicken served with sambals and poppadum's
- ) Chicken and Black Mushroom Penne Pasta

### Vegetarian Options

- ) Grilled butternut, zucchini and mushroom bake
- ) Vegetarian quiche
- ) Thai vegetable green curry
- ) Grilled Brown Mushrooms topped with Cream Spinach and Feta
- ) Mushroom and Goats Cheese Tart
- ) Caprese Salad
- ) Vegetarian wraps
- ) Beetroot and Feta Salad topped with Rocket and Balsamic Dressing
- ) Roasted Seasonal Vegetables
- ) Penne Pasta with a Mushroom, Tomato and Cream Spinach Sauce

## Dessert Options (please choose 1)

- J Fruit salad and ice cream
- J Strawberries and Vanilla Pod Ice Cream (seasonal)
- J Mini Magnum ice cream
- J Warm Malva pudding and custard
- J Lemon Cheese Cake
- J Crème Brule
- J Pancakes with berries and ice cream
- J Dark Chocolate Mousse served with Vanilla Ice cream
- J Coffee and Tea after lunch
- J **PLEASE NOTE:** Welgemeend is Halaal friendly, if you need strict Halaal meals to cover our costs and delivery costs there will be a sur charge of R120 per person. Minimum Halaal meals are for 5 people and please inform the delegates that if they ordered Halaal meals we will not make provision for them on the Non- Halaal buffet.
- J Kosher meals R120 sur charge per meal, minimum of 5 meals.
- J We also have snack and platter menu's available
- J If you struggle to put a menu together, please ask us for advice.
- J We can add extra dishes on the buffet, please consult with us.
- J We can also accommodate you for snacks and drinks after the conference in the afternoon, BUT YOU NEED TO BOOK THIS. We do not have a stocked bar on the premises, we will order for you what you require.

## SEATING CAPACITY:

U-SHAPE = 28 GUESTS

CLASSROOM STYLE = 40 GUESTS

CINEMA STYLE = 70 GUESTS

Welgemeend is a Heritage Site and Art Gallery, next to Jan Van Riebeeck High School. We do not have air conditioning in the house, but you have the beautiful old Manor House for your group exclusively, with gardens and a 30-meter patio for teamwork and lunch/tea breaks.

Safe parking is also included in your package deal for the delegates.

We also have a dining room available that can seat 84 guests for dinner or lunch or up to 120 guests for a cocktail party.

